

Emergency Medical Services for Children Advisory Committee

BYLAWS

Article I. Purpose

Per the Emergency Medical Services for Children State Partnership Grant, the grantee is required to establish an Emergency Medical Services for Children (EMSC) Advisory Committee.

Article II. Advisory Council Responsibilities

The EMSC Advisory Committee (Committee) shall guide the EMSC Program by “prioritizing EMSC issues, working on special projects, ensuring that pediatric emergency issues are addressed within the EMS system (including both the prehospital and hospital settings), and providing policy recommendations pertaining to the improvement of emergency medical services for children.” The primary role of the Committee is one of support to the EMSC Program Manager. The Committee fulfills Component 1 of Performance Measure 8 per the Implementation Manual for State Partnership Grantees, which states: “An EMSC Advisory Committee has the required members per the implementation manual and the EMSC Advisory Committee meets at least four times a year.”

Article III. Membership Requirements

Pursuant to EMSC Performance Measure 8, the Committee must include the following eight (8) required core members:

- Nurse with emergency pediatric experience
- Physician with pediatric training
- Emergency physician
- Emergency medical technician (EMT) or Paramedic who is currently a practicing, ground-level prehospital provider
- EMS state agency representative
- EMSC project director
- EMSC grant manager
- Family representative (FAN)

Note: No single individual may serve in more than one role for each of the following positions: EMT/paramedic, nurse, emergency physician, pediatric-trained physician, or family representative. These roles must be served by separate individuals.

There is no limit to the number of additional voting members, but a quorum of core members must be present in order to have a vote. It is recommended that the Committee reflects as many stakeholders in pediatric emergency care as possible. Additional members are encouraged from entities such as:

- Highway Traffic Safety Administrator
- EMS Education Director
- State Injury Prevention
- State Trauma Coordinator
- Representative from Safe Kids
- Disaster Preparedness Representative
- Tribal EMS Representative
- Fire-based EMS Representative
- Police Representative
- Recipient of MCH block grant for Children with Special Health Care Needs (CSHCN)
- School nurse Representative
- Representative from a LGBTQ-focused organization
- High school student with interest in healthcare

Core members are requested to agree to a four (4) year commitment to serve on the Committee. Core members agree to notify the EMSC Program Manager in writing if they are no longer able to fulfill this duty and will assist in finding a replacement.

Membership to the Committee will be via an application process every four (4) years. If there is more than one application for a core member seat, selection will be decided by the Program Director and Program Manager. Applications shall be sent out prior to the start of the grant year. The Department shall consider Regional representation when making advisory board appointments

Section A. Voting

Each member, core or otherwise, will have one (1) vote. Proxy votes are not permitted.

Section B. Attendance

Members who are unable to attend a meeting of the Committee or any subcommittee will notify the respective Chair of the Advisory Committee or the EMSC Program Manager. Core Members that miss more than one (1) meeting per calendar year without being excused shall be asked to resign from the Committee.

Section C. Member Information

Committee members are entitled to reimbursement for travel expenses to attend meetings in person in the manner provided per NDCC § 44-08-04. Each member is

responsible for maintaining current contact information with the EMSC Program Manager. Annually, each member will receive a copy of the Committee roster from the EMSC Program Manager and any corrections/changes thereto.

Section D. Grant Year vs. Calendar Year

The EMSC grant years begin on April 1 and ends March 31 of the following year. Membership and leadership terms for the Committee will be based on calendar year, rather than grant year, with terms beginning on January 1 and ending on December 31.

Article IV. Officers

The officers will be a Chair and Vice-Chair. Any member is eligible to be an officer. Term lengths for Chair and Vice-Chair will be four (4) years in length, according to calendar year, beginning on January 1.

Section A. Duties of the Chair

1. The Chair will preside over all Committee meetings.
2. The Chair will preserve order and regulate debate according to parliamentary procedure.
3. The Chair will establish subcommittees necessary to perform the work of the Committee. The Chair will be an ex-officio member of all subcommittees.
4. The Chair will interact with outside agencies or entities on behalf of the Committee.
5. In the absence of the Chair and Vice -Chair the EMSC Program Manager shall discharge all the duties of the Chair.

Section B. Duties of the Vice-Chair

1. The Vice-Chair, in the absence of the Chair, will discharge all duties of the Chair.
2. The Vice-Chair, upon direction of the Chair, will serve as liaison to outside agencies or entities and perform other duties as assigned by the Chair.

Section C. Elections and Term of Office

Election of Officers will occur at the last regular meeting of every other calendar year (odd years). Officers begin their terms after the meeting at which they are elected. Officers shall hold office for a term of four (4) years or until their successors are elected. An officer may hold the same office for no longer than two (2) consecutive terms.

Article V. North Dakota Emergency Medical Services for Children Program Staff

The North Dakota EMSC Program Manager will provide staff support to the Advisory Committee in the performance of its duties, which will include but are not limited to:

1. Recording and publishing the official minutes of all Advisory Committee meetings.
2. Maintaining the rosters of the Advisory Committee and subcommittees.
3. Posting notices of all scheduled meetings of the North Dakota EMSC website and arranging meeting invitations.

Article VI. Meetings

Section A. Meetings

1. The Advisory Committee will meet quarterly as determined by committee members and the North Dakota EMSC program staff. Meetings for the following calendar year will be determined during the December meeting.
2. Written or electronic notice will be given for all meetings of the Advisory Committee. For all regularly scheduled meetings, at least ten (10) days' notice is required.
3. A majority (one-half plus one) of the members of the Advisory Committee will constitute a quorum. A quorum is required to take any formal action.
4. A majority vote will be required to take formal action. Such majority is determined by the number of members present and voting at the time of the vote.
5. With permission of the Chair, non-committee members may address the Advisory Committee.

Section B. Minutes of Meetings

The North Dakota EMSC program staff will be responsible for maintaining an official copy of the approved Advisory Committee minutes. The EMSC Program Manager shall be designated the Recording Secretary. The Chair of each subcommittee is responsible for maintaining an official copy of the approved minutes of their respective meetings.

Section C. Attendance

The North Dakota EMSC program staff will record the attendance of all members at each Advisory Committee meeting. The Chair of each subcommittee is responsible for recording attendance at their respective meetings.

Article VII. Subcommittees

Section A. General Subcommittee Responsibilities

The Advisory Committee Chair may appoint subcommittees to accomplish specific designated functions. All subcommittees shall meet as necessary to perform the duties and responsibilities of the subcommittee.

Section B. Ad Hoc Subcommittees

Ad Hoc Subcommittees shall be active for the duration of the grant as their target is to achieve the goals set out in the grant. Ad Hoc subcommittees will be as follows:

1. Hospital Pediatric Emergency Care Coordinator (PECC) and Hospital Pediatric Readiness Recognition Program (HPRRP) Subcommittee

The Hospital Pediatric Emergency Care Coordinator (PECC) and Hospital Pediatric Readiness Recognition Program subcommittee shall present proposed ideas and guidelines for developing a Pediatric Readiness Recognition Program for hospital emergency departments in which at least 59 percent of North Dakota's hospitals are participating. This subcommittee will also present proposed guidelines and ideas to encourage PECCs in 75 percent of North Dakota's emergency departments. This subcommittee shall also present proposed guideline to ensure that 75 percent of North Dakota's hospitals incorporate the needs of children in their disaster plans.

2. EMS Pediatric Emergency Care Coordinator (PECC) and Pediatric Readiness Recognition Program for Ambulances (PRRPA) Subcommittee

The EMS Pediatric Emergency Care Coordinator (PECC) and Pediatric Prepared Ambulance Recognition Program (PPARP) Subcommittee shall present proposed ideas and guidelines for developing a Pediatric Readiness program in which at least 21 percent of North Dakota's ambulance services are participating. This subcommittee will also present proposed guidelines and ideas to encourage ambulance services to have PECCs in at least 50 percent of North Dakota's ambulances. This subcommittee shall also present proposed guidelines to ensure that at least 75 percent of North Dakota's ambulance services incorporate the needs of children in their disaster planning.

Section C. Subcommittee Management

The Chair of each subcommittee will be elected from the membership of the Advisory Committee. The members of the subcommittees may be appointed from among the

Advisory Committee members or from other qualified citizens of the State of North Dakota.

1. The Chair of each subcommittee will appoint the membership of the subcommittee. Consideration shall be given to those who: wish to join stated committee, provide diverse geographic representation for the entire state, provide inclusion of the system's stakeholders, and to the continuity of the subcommittee.
2. The subcommittee Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to the North Dakota EMSC Program Manager following the meeting.
3. In general, all issues brought before the Advisory Committee may be referred to an appropriate subcommittee for review and recommendation before the Advisory Committee acts.
4. The Chair of each subcommittee will report the subcommittee's activities to the Advisory Committee.

Article VIII. Parliamentary Procedure

All meetings of the Committee and its associated subcommittees shall be conducted in accordance with the latest edition of Roberts Rules of Order. The Chair may appoint a parliamentarian.

Article IX. Amendment of Bylaws

Any proposed change to the existing bylaws shall be submitted in writing to the Committee members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and any substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

Article X. Agenda

An agenda will be published by the North Dakota EMSC program manager and provided to the Committee members for all Committee meetings.

Article XI. Conflict of Interest

All members of the Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding conflicts of interest.

Article XII. North Dakota Open Meetings Statute

All members of the Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Meetings that are detailed in § 44-04-19 et seq. of the North Dakota Century Code.

Article XIII. North Dakota Open Records Statute

All members of the Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Records as detailed in § 44-04-18 et seq. of the North Dakota Century Code.

These bylaws shall become effective on _____.
Approved by the Advisory Committee _____.